



Send Copy of receipt to: P-Card Services

Send duplicate receipt to: _____

CASHIER DEPOSIT: For CardQuest - Only



This form is used for a deposit relating to CardQuest purchases, sponsored refunds, and money due back to the Institute. Please bring TWO copies if you would like a confirmation from the Credit Union. Attach copy of deposit slip to CardQuest report.

1. Date: _____ - _____ - _____
Day Month Year

2. Requestor: _____

3. Phone: _____

4. Department: _____

5. Payment Method:

Cash _____ Check# _____ Other: _____

Do not combine Cash, & Check on the same form. Please use separate Cashier Forms for different types of payment.

International Currency or Check: Please do not combine international checks or currency with domestic items.

6. **Description:** (Please include 5 digit CardQuest Report # and Cardholder Name/Traveler Name)

CardQuest Report # _____

Cardholder Name: _____ Traveler Name: _____

Category: Reimbursement

Sponsored Refund:

Other:

7. **Itemize amount by Project, Task, Award and Category:** (Please use separate Cashier Forms for multiple PTA's or Categories)

Project: _____ Amount \$: _____

Task: _____ Award: _____

8. **General Ledger Account Default:** 2498 1101 0001 0000 211 111 000

9. This portion to be completed by the Caltech Cashier's Office ONLY:

a) Cash Accountant Signature: _____

b) Receipt #: _____

c) Date: _____

d) Comments: _____

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS
INSTRUCTIONS

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Date: The date the form is filled out, and should be in the following order: **day** (2 digits), **month** (3 letter abbreviation) and year (4 digits). For example: 02-Mar-2016

Requestor: The name that the Cashier/Accounting offices should contact for any follow-up questions.

Phone: The telephone number or extension of Requestor.

Department: The department name of Requestor.

Payment Method: Indicate the type of payment for this deposit. Each type of payment should be on a separate form. Any international currency or checks must be on a separate form from domestic items.

Description: Describe the purpose of the payment received by Caltech.

This is the CardQuest Report Number you will find it on the header page of the report. Ex:

A screenshot of a web form field titled "CardQuest Report Number". The field contains a sequence of five blue boxes, each containing a white number from 1 to 5. The boxes are arranged horizontally and are part of a larger input area with a light gray background and a thin border.

List the Cardholder Name and Traveler Name if applicable

Category: Please indicate reason for refund in the appropriate category; Reimbursement, Sponsored Refund, Other*.
*If other, please indicate purpose of refund.

Account: Distribute amount for each Project, Task, Award, and Category combination.

Amount: The amount for each combination.

Sponsored Research: Deposits for a specific federal/non-federal sponsored grant or contract. Handled by OSR/Project Accounting.

Account: Supply General Ledger account number if different from default account.

This portion to be completed by the Caltech Cashier's Office ONLY:

- a) This form is to be signed by a Caltech Cash Accountant as an acknowledgement of the deposit received. Screen prints of the Oracle receipt can also be used as an acknowledgement.
- b) Receipt number assigned by Caltech Oracle system.
- c) The date the Caltech Cash Accountant accepts the deposit. Any Cashier's Office

*******Additional CardQuest instructions*******

Please attach a copy of the deposit slip to the report in CardQuest.